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Project Name: RADEP Phase III	
OCIO Project #:	
Department: Social Services	
Revision Date:	**Concept Statement**

Description

Brief description of the proposed project:

RADEP Phase III will incorporate advanced automation of routine tasks, including automation of the sampling and data extracting processes. Also, RADEP Phase III will include the implementation of an automated link to SAWS which will streamline processes and allow pre-population of data, significantly reducing manual data input.

Need Statement

High Level Functional Requirements:

The consortia systems contain data that meets the specific needs of the TANF/CalWORKs program as applied in their respective counties. RADEP Phase III will interface with all of the county consortia welfare automation systems including C-IV, CalWIN and LEADER and with MEDS. The idea is to receive Food Stamp and TANF/CalWORKs data from the consortia systems and from MEDS, extract, transform and combine the data into one file (skeleton file) and upload into RADEP Phase I so that the users can complete the remaining metadata elements.

What is Driving This Need?

The current Food Stamps and TANF/CalWORKs sample files that are uploaded into RADEP Phase I contain metadata elements that need to be completed manually by the users. Most of the data that is being entered by the users has already been entered into a county system and into MEDS.   RADEP Phase III would consolidate data received from the various consortia and MEDS and create a file with a majority of the data elements completed. The file would be uploaded into RADEP Phase I either automatically or manually and the users would complete the few (if any) remaining elements manually.

Risk to the Organization if This Work is Not Done:

It is important that the data that the state collects and reports to the federal government is accurate and timely. This solution would help mitigate the risk of federal penalties and cost increases, and would enable CDSS to enhance the counties' efforts to increase the participation of CalWORKs adults in allowable welfare-to-work activities.

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Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

Extracting the data directly from the consortia and MEDS assures the consistency of the RADEP I, MEDS and consortia data and assists with minimizing data entry errors.

Other Intangible Benefits:

A more complete sample file alleviates the need for duplicate manual entry by the users.

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

N/A

Cost Savings (describe how cost will be reduced):

The more metadata elements that are pre-populated the less metadata elements the user would have to complete. This would not only reduce the workload, but potentially reduce the need for so many county and state staffing resources.

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Cost Avoidance (describe the cost and how avoided):

Receiving Food Stamp and TANF/CalWORKs data directly for the county consortia systems and MEDS would help mitigate the risk of federal penalties associated with lack of participation in work activities and/or Food Stamp error rates and the cost increases due to these penalties.

Risk Avoidance (describe the risk and how avoided):

Failure to submit complete, accurate, or timely data could result in penalties as great as $340 million annually for the FS program and up to four percent of the TANF block grant per quarter (as required by 45 CFR 262.1(a)(3)).

Improved Services:

State/county reviewers would not be required to enter data into three systems, would alleviate the need to manually enter data into RADEP I, and would improve the accuracy and timeliness of samples.

Consistency

"No" Responses		Rationale	Action Required
Enterprise Architecture			
Business Plan			
Strategic Plan			

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Impact to Other Agencies

Nature of Impact to Other Agencies

Agency: County Welfare Department

Describe the nature of the impact:

Reduction in TANF/FS data collection workload due to more pre-populated data elements.

Agency: Administration for Children and Families/Food and Nutrition Services (Federal agencies)

Describe the nature of the impact:

Provision of more complete and accurate sampling frame which complies with Federal requirements.

Agency: Other stakeholders using the data (CDSS, Legislature, County Welfare Agencies)

Describe the nature of the impact:

TANF/FS characteristic and work participation rates/payment error rates produced from the samples will be more accurate due to the improved accuracy of the data.

Agency:

Describe the nature of the impact:

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Impact to Other Programs

Nature of Impact to Other Programs

Program:
Describe the nature of the impact:

Program:
Describe the nature of the impact:

Program:
Describe the nature of the impact:

Program:
Describe the nature of the impact:

Solution Alternatives

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Alternative 1:
Interface with the county consortia systems and MEDS to extract a more accurate and complete skeleton sample file.

Technical Considerations for Alternative 1:
(1) CDSS plans to work with the SAWS consortia project managers and the county welfare departments to complete the development of detailed interface, data requirements and mapping rules, (2) The data center would be responsible for the maintenance of the server hardware, operating system software upgrades and maintenance, operating system security administration, and back up and recovery, (3) The data contained in the consortia systems will need to be standardized in order to consolidate it for statewide reporting.

ROM Cost:	to	**Note: high end of range must not exceed 200% of low end of range**

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost:	to	**Note: high end of range must not exceed 200% of low end of range**

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Alternative 3:

Technical Considerations for Alternative 3:
ROM Cost: _____ to _____   **Note: high end of range must not exceed 200% of low end of range**

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	$0 - $0	
Alternative 2	**ROM Cost**	**Risk**
	$0 - $0	
Alternative 3	**ROM Cost**	**Risk**
	$0 - $0	

Conclusions:

1	
2	
3	

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Recommendation:

Project Approach *(if known)*

System Complexity:			System Business Hours: *(e.g., 24x7, 9am-5pm)* :	
Architecture	☐ Mainframe	☐ Client Server	☑ Web Based	Num. of New Databases:
Technology	☐ New	☐ New to Staff	☐ In-House Experience	Interfaces:
Implementation	☐ Central Site	☐ Phased Roll-out		Num. of Sites:
M & O Support	☐ Contractor	☐ Data Center	☐ Project	☐ Returned to Sponsor

Procurement Approach: *(consult with OSI Procurement Center)*	Number of Procurements:

Open Procurement? ☐ Yes ☐ No	Delegated Procurement? ☐ Yes ☐ No

Scope of Contract	☐ Development	☐ Implementation	☐ M & O	☐ Other:

Anticipated Length of Contract: _____ Years / _____ extensions for _____ years

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